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86-83-68

~~Adm - 12.1~~ Adm - 12.2

20 September 1968

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Review of OCS Records at the Agency
Records Center

REFERENCE : DDS&T 3417-68 dtd 6 Sep 68

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1. In response to the instructions contained in referenced memorandum, I have appointed Mr. [redacted] Chief, Administrative Staff, as the Officer responsible for ensuring the review of OCS material stored at the Agency Records Center and disposing of all unnecessary holdings.

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2. At the present time, OCS has 41 boxes of material stored at the Center, excluding vital materials. Of these 41, fourteen are already scheduled for destruction this month and we anticipate destroying at least eight more. This would leave a balance of 19 boxes at the Records Center. Our review of the material in storage has already begun and should be completed by 18 October 1968.

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3. Following this initial purge, Mr. [redacted] will work with other OCS Officers including Mr. [redacted] OCS/RMO, in developing procedures for reducing the volume of material remaining in storage as well as those records we anticipate storing in the future. We believe that some reduction in volume can be accomplished by storing data on magnetic tape rather than on punched cards.

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[redacted]
Director of Computer Services

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